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MEMORANDUM

TO: Distribution

FROM: Betsy Horne, Community Relations Specialist

DATE: April 2, 1996

REFERENCE: CLEAN Contract No. N62472-90-D-1298
Contract Task Order Number 218

SUBJECT: Minutes of the March 27, 1996 RAB Meeting
Naval Education and Training Center

On behalf of the United States Navy and NETC, Brown & Root Environmental is enclosing a copy of the minutes from the March 27, 1996 Restoration Advisory Board meeting.

If you have any questions about this document, please contact me at (508) 658-7899.

Very truly yours,

Betsy Horne
Community Relations Specialist

Attachment

Distribution: Dr. D. K. Abbass
Mr. Alfred Arruda, Jr.
Mr. Robert Belenger
Ms. Elizabeth Bermender
Ms. Mary A. Blake
Dr. David W. Brown
Mr. Anthony D'Agnenica
Mr. W. E. Fenton
Mr. Francis J. Flanagan
Hon. June Gibbs
Mr. Dennis F. Klodner
Mr. Joseph McEnness
Mr. Howard L. Porter
Mr. Paul D. Russell
Mr. Charles Salmond
Mr. Keith Stokes
Mr. John Torgan
Ms. Claudette Weissinger
Mr. Paul Kulpa, DEM
Ms. Kymberlee Keckler, US EPA
Ms. Sarah White, US EPA
Mr. Tim Prior, USF&WS
Mr. Ken Finkelstein, NOAA
Capt. Farrell, NETC
Mr. James Barden
Capt. Wyman, NETC
Mr. David Sanders, NETC
Mr. Brad Wheeler, NETC
Mr. Robert X. Krivinskas, NORTHDIV
Mr. John Trepanowski, B&RE, Wayne
Mr. Michael Turco, B&RE, Wayne
Mr. Liyang Chu, B&RE, Wilmington
Mr. Gordon Bullard, B&RE, Wilmington
CTO 218 File (5278-3.2/9.4)

**NAVAL EDUCATION AND TRAINING CENTER
RESTORATION ADVISORY BOARD MEETING
MARCH 27, 1996**

MINUTES

On Wednesday, March 27, 1996, NETC Newport conducted a training session for its Installation Restoration Program Restoration Advisory Board (RAB). The meeting goals were to introduce the Superfund cleanup process, explain the Navy's Relative Risk Ranking system, and to begin to consider ground rules by which the RAB will operate.

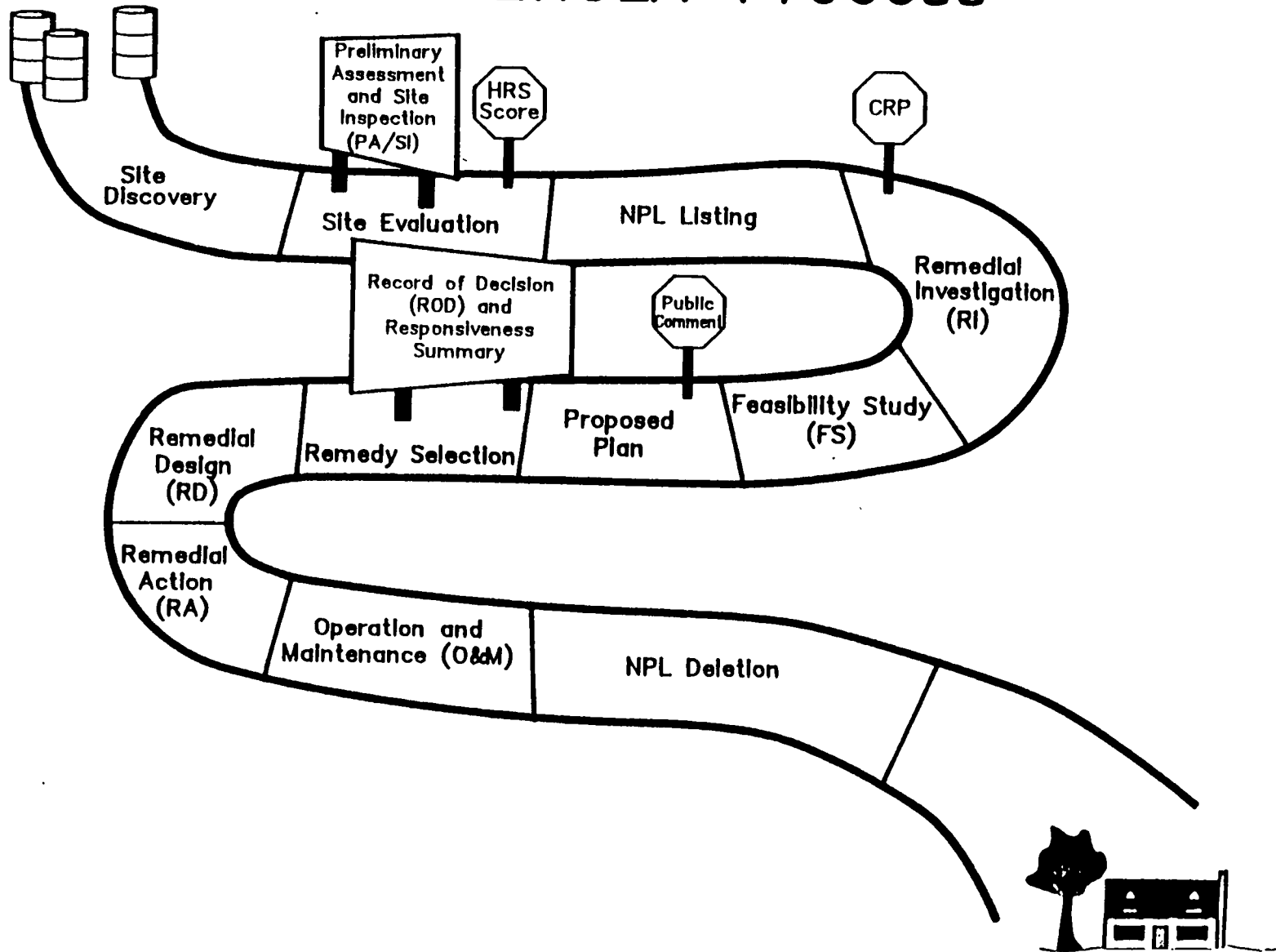
Thirteen of the 18 RAB community members attended: D. K. Abbass, Al Arruda, Bob Belenger, Elizabeth Bermender, Mary Blake, David Brown, Tony D'Agnenica, Bill Fenton, June Gibbs, Dennis Klodner, Joseph McEnness, Charles Salmond, and Claudette Weissinger. Also attending were Kymberlee Keckler, Remedial Project Manager, and Sarah White, Community Relations Coordinator, both from the EPA; Paul Kulpa from the Rhode Island Department of Environmental Management; Navy personnel Captain Jon Wyman, the Navy Co-chair; David Sanders, NETC Public Affairs Officer; Robert Krivinskas and Todd Bober (Naval Facilities Engineering Command, Northern Division); and Brad Wheeler and Ray Roberge (Environmental Affairs). Dick Handrahan, a meeting facilitator hired to assist the RAB, was also present. Community members absent were: Frank Flanagan, Howard Porter, Paul Russell, Keith Stokes, and John Torgan.

The meeting, held at the Base Officer's Club, began at 7:10 pm. Captain Wyman, the Navy Co-chair, welcomed the RAB and reviewed the evening's agenda: presentations on the EPA Superfund Process and the Navy's Relative Risk Ranking process; a discussion on initial RAB ground rules; general comments and discussion; and review of the next meeting's agenda. Captain Wyman also reminded the community members to submit the biographical information requested at the last meeting so the material can be compiled into a fact sheet.

Superfund Cleanup Process

Kymberlee Keckler, the EPA Remedial Project Manager, conducted a presentation on the Superfund cleanup process through the use of overhead graphics. (A copy of the major points of her presentation were provided for inclusion in the community members' binders). EPA's role at federal facilities is to provide oversight and technical assistance, and sometimes split sample portions collected for analysis. A Federal Facilities Agreement was signed in 1992 to provide a legal framework for the EPA-Navy partnership and to detail cleanup schedules for the NETC sites. Kymberlee showed a gameboard-type graphic (attached) to depict the steps in the Superfund (remedial) cleanup process. Although the Superfund law (CERCLA) imposed an industry tax and created a fund to accept that money to pay for Superfund cleanups, federal facilities obtain their cleanup money from a different (DERA) account established by Congress. Although the remedial process can take a long time, any of three types of removal actions can occur at any time if the situation warrants it: emergency, early action (interim), and longer term (non-time-critical). NETC has implemented removals at Melville North Landfill and Derecktor Shipyard.

The CERCLA Process



The Site Discovery/Evaluation phase includes a Preliminary Assessment (records review, interviews) and Site Inspection (where some initial samples might be collected). That information is inputted to a program that tallies the data to determine if the site problems are sufficiently serious to warrant the site's addition to EPA's National Priorities List (NPL). Information from NETC sites produced a score of 32.25, above the 28.5 cutoff for listing. Sites can also be added through nomination by a state or by the federal Agency for Toxic Substances and Disease Registry, a division of the Centers for Disease Control. Approximately 1300 sites are currently on the NPL; 100 are in New England.

The Remedial Investigation/Feasibility Study stage is next. An RI report documents the field and analytical work undertaken at a site to determine the types of contaminants present and the extent of contamination both across a site and below its surface. The FS report identifies site-specific cleanup approaches that could be taken to address the information presented in the RI. The FS evaluates cleanup options against nine criteria. Among the options, a preferred alternative is identified in a Proposed Plan, a short, easily understood public document that summarizes the RI and FS information and supports the naming of the preferred alternative. The RI/FS process often takes at least 2 years.

Remedy selection involves preparing a Record of Decision. The ROD contains the legal and administrative information supporting the selection of a cleanup alternative, as well as a Responsiveness Summary, which identifies comments received during the public comment period and details the Navy's response to those comments. The Administrative Record, which includes all information supporting a ROD, can be found in the NETC information repository at the Environmental Division office on the first floor of NETC Building No. 1.

Remedial design (RD) and remedial action (RA) involve detailing the actual specifications of the cleanup, then carrying them out, respectively. The FFA requires that an RA must commence within 15 months of the ROD signing. Operation and maintenance would involve such long-term activities as pumping and treating contaminated groundwater and monitoring and sampling to see if the cleanup approach actually worked. NPL deletion could only happen at NETC when all the sites at the base are remediated.

Question: What happens when a hazardous waste area is found outside an NPL-listed federal facility? Can EPA pay for the clean up?

Response: EPA has a specific hazardous waste section to deal with sites like that.

Comment: What kinds of risks are considered in deciding a cleanup approach?

Response: The level of risk to both the public and the environment is one of the tools used to assess the magnitude of a site's problem. The RI report includes sections evaluating the effects of a site on both entities, called human health and ecological risk assessments. Many factors are included in these reports: the concentration and toxicity of each contaminant, the future use of the area, and whether the contaminants are carcinogenic or non-carcinogenic. A presentation on risk assessments is on the agenda for the next RAB meeting.

Question: Middletown has expressed an interest in turning the McAllister Point Landfill into a public park. What is the process for doing that?

Response: EPA is very much involved in sites where DoD-mandated closures are occurring, to ensure that re-use activities are enhanced. However, sites such as McAllister Point may pose problems such as:

- access - the area will remain within the NETC facility
- ensuring the public and the environment are not placed at risk. The RCRA Title C-type cap currently under construction was not designed envisioning any use including people and their pets climbing on it.

Question: The Old Bus Barn is contaminated. How would the site be handled if it was to be turned into a shopping center? How and when is the level of cleanup determined?

Response: Cleanup approaches are selected based on future use of the area. The time to make that determination is before the FS process is initiated so the technologies evaluated can achieve the appropriate level of stringency. If, in the future, children will be exposed to contaminated soil, the cleanup approach would be more restrictive than if an industrial park was envisioned for the area. This is consistent with the Brownfields program EPA has initiated to allow historically industrial, urban areas to follow a less costly cleanup path so the land can be returned quickly to the commercial/industrial tax base.

Question: What happens to areas that are eventually excessed by DoD? If McAllister Point was capped now and later became available to the public, would we have to clean it up again?

Response: Bob Krivinskas answered that he has been working on cleanup at Davisville, which is a BRAC (closure) site. The re-use plan does not envision a future use that would include children playing in (and eating) the soil so the cleanup plan can include deed restrictions. This bar allows the Navy to select cleanup levels that are less clean than if homes or a day care center were to be constructed there. If the land later was sold, the new owner would have to clean it up consistent with the proposed use.

Question: It appears that you have already made most of the major decisions about how your sites should be cleaned up. In that case, of what use is the RAB?

Response: That is the case for some of our sites. The McAllister Point Landfill is in construction. However, we are still early in the process on other areas such as the Old Fire Fighting Training Area, Derecktor Shipyard, and Gould Island.

Question: Apparently the public had no input on the cleanup method selected for McAllister Point Landfill.

Response: At the time the cleanup decision was being made on McAllister Point, NETC had established a Technical Review Committee. The TRC was composed of members of the regulatory community (EPA and DEM) plus members of the area communities. (The TRC was the RAB's predecessor; the RAB has a larger number of community members). The TRC reviewed the McAllister Point RI/FS and was, as was the public at large, encouraged to participate in advising NETC during the public comment period.

Navy's Relative Risk Ranking Process

Bob Krivinskas presented a summary of the Relative Risk Ranking process used by the Navy as a tool to prioritize its budget allocations (handed out for inclusion in binders). The risk at sites is evaluated high, medium, or low based on a computerized scoring system that uses a series of equations to derive the risk level. Inputs include the level of a contaminant's hazard, the chance the contamination may migrate, and the likelihood that people or animals will come in contact with the contamination. This information is plugged into a matrix for each medium (soil, surface water, sediment, or groundwater) that reveals whether the risk is high, moderate, or low. The highest score prevails in determining the overall site risk level. (If a site scores three lows and one high, the site would rank as high). One of the pages of the handout shows the rating for each NETC site. The last page denotes the site name with the site number, and the cleanup status and NPL score for each site.

Question: The McAllister Point Landfill has been the way it was for 25 years. What do you hope to achieve by capping it?

Response: Three principal goals of the cleanup include:

- Reducing the erosion that poses a risk to sea dwelling creatures.
- Reducing the precipitation from rain and snow that flows down into the landfill and leaches into Narragansett Bay. An estimated 2 million gallons per year is leached through the landfill.
- Eliminating the possibility of direct contact by humans or animals with the contaminated materials in the landfill.

Question: Once work on the sites ranked high is completed, can you start work on the medium sites?

Response: Yes, but that means that all the sites ranked high Navy wide have to be completed, not just those at NETC.

Question: How do you know which contaminants to look for?

Response: When we undertook this exercise a year and a half ago, we used major contaminants. Since then, the list has expanded. If you know that some kind of exotic chemical was used at a site, of course you would add it to the list.

Question: What risk level did Derecktor Shipyard rate?

R sponse: Derecktor Shipyard was not included in the initial ranking because it had not been added as NETC site.

Question: An SASE is underway on my property. The company doing the testing found VOCs and the list of "enes" but they were not at high levels and were not migrating to warrant major action. The result was that we need to wash our hands differently. This process doesn't seem terribly scientific.

Response: These determinations are not based just on science. Lots of judgement is involved.

RAB Administration

Dick Handrahan, the RAB facilitator, touched on the dynamics of group development and identified the basics of group ground rules:

- ensure that information is valid and gets out to the community.
- prohibit domination. Everyone needs to make free, informed choices.
- pledge an internal commitment. Advocate for RAB decisions outside of the group. Do not sabotage the process.

He listed a number of ground rules from other groups, suggesting that the RAB members think about what ground rules make sense for this group and be prepared to discuss ideas at the next meeting. A set of initial Team Ground Rules is included in these minutes.

The community members should also be prepared to set up a process for electing a community co-chair. Among the co-chair's duties are ensuring an adequate airing of issues and assisting in communicating technical information. The co-chair should also be willing to invest some additional time beyond just attending the RAB meetings. When Dick asked for a show of hands of those who would like to become co-chair, Joe McEnness was the only volunteer. Dick asked Joe and anyone else who would like to be co-chair to be prepared to make a 2 to 3 minute statement at the April 17 meeting about what they would bring to the position. Other homework involves developing comments and suggestions on the draft charter in their binders. Sections J and K contain material that could be used to draft a mission statement.

Dick concluded his presentation by asking all the RAB members to make a short statement about themselves and their interest in the RAB.

Question: How should RAB members wear their "hats" (from the various groups they represent)?

TEAM GROUND RULES

- 1 **Leave positions and uniforms at the door**
 - Rank does not have its privileges on a team
- 2 **Respect others**
 - Listen; everyone owns part of the process, everyone needs to be heard
- 3 **Use "I" statements**
 - Doesn't work: "But you said..."
 - Does work: "I understood you to say that..."
- 4 **Think about the meeting beforehand**
 - Team activities affect the working environment and will mean change
 - Your thoughts and contributions, not just *reactive* talking, are essential
 - Review team ground rules; be sure you are a "value adding" participant
- 5 **Start on time**
 - Team members will get used to it and begin coming a bit beforehand
- 6 **Bring the team to unity; you may not get unanimity**
 - Consensus: "I will agree to support the decision"
 - Agreement: "I agree with every part of the decision"
 - There is no "majority rule" in consensus
- 7 **Minutes are agreed upon at the end of each meeting**
 - Flipchart notes are reviewed for accuracy
 - Send summary to everyone
 - Review team and individual assignments to be completed
- 8 **Evaluate near the end of the meeting**
 - What did you feel great about?
 - What could be improved?
- 9 **Keep updated and accurate team records**
 - Keep a copy of meeting minutes and other "stuff" in a team notebook.
- 10 **Stay through the hard parts**

Response: Keep your hat visible and up front in discussing RAB issues.

Question: How often will you be at RAB meetings?

Response: I will attend the April 17 meeting and appear periodically thereafter.

Question: Two administrative issues are of concern.

1. We received short notice and a skimpy agenda for tonight's meeting, when we thought the next RAB meeting was not until April 17. Many of us need more notice and a better idea of what the RAB will be discussing.
2. Could the minutes be provided on 3-hole punch paper so they can be added to our binders.

Response:

1. Brad Wheeler apologized for the short notice but felt that since the site visit had to be cancelled because of inclement weather, the RAB should meet sometime before the previously scheduled April 17 meeting. At the April 17 meeting, the RAB itself will schedule its next meeting date.
2. Minutes will be provided double-sided on 3-hole punched paper.

Question: I don't feel I know the other community members well enough yet to make an informed judgement about electing a co-chair.

Response: Community members who have not gotten their biographical information to Brad should do so by April 5. The compilation should be in the community members hands a week before the next meeting.

Question: Is the public allowed to participate in RAB meetings?

Response: The public is not at the meeting tonight because it was not noticed in the newspaper. NETC wanted to give the community members a chance to learn the basics of their job outside of public scrutiny. The whole issue of visitors and how their concerns should be addressed should be included in the charter.

Question: Does the RAB have a logo?

Response: No, we have used NETC's but if the RAB wishes to design one it may do so.

Question: How long will it take for all NETC sites to be cleaned up?

Response: Bob Krivinkas stated that with the money that is committed to NETC, it will take 10 years. However, by the time we get to reviewing the low risk sites, maybe everyone will feel the RAB is no longer necessary.

Question: Would it make sense to elect an interim co-chair who could hold the position until all the administrative issues were settled? Going through the charter identification process may provide people with a chance to show leadership qualities. Perhaps a final election should wait until that process concludes.

Response: Kymberlee volunteered that another option was selected at Groton. Two people are the community co-chairs; they take turns in that capacity, thereby sharing the workload.

Question: Will the RAB members be able to walk around the sites during the site visit?

Response: Wandering around will be limited. Each site presents some level of risk and people who work on them are trained in OSHA safety methods to ensure their risk is limited.

The next RAB meeting will be held on Wednesday, April 17 at 7:00 pm at the NETC Officer's Club.

The formal portion of the meeting concluded at 9:17. Everyone was invited to remain for a social hour.

Attachments within the minutes:

The CERCLA Process
Initial Team Ground Rules